

**HAZARDOUS MATERIALS COORDINATOR
STUDY GUIDE**

A written examination for the class of **HAZARDOUS MATERIALS COORDINATOR** to be administered in **LAFAYETTE** on **APRIL 21, 2008**, will consist of approximately 112 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
HAZARDOUS MATERIALS PLANNING, PREPAREDNESS, AND PREVENTION Knowledge of the operations of a hazardous materials response unit involving planning, organization, directing, inspecting, and evaluating departmental operations, including pre-planning and prevention of hazardous materials incidents; and the coordination with other agencies for mutual aid.	24.1%
MANAGING EQUIPMENT/PROPERTY/SUPPLIES Knowledge of the management, maintenance, and purchasing of division equipment, property and supplies, including verifying that equipment is tested and meets applicable standards.	8.0%
RECORDS & REPORTS Knowledge of effective records-management practices, including preparation, content, format, control, and retention; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports.	11.6%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through talks, lectures, demonstrations; and contact with other agencies and the public.	8.0%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts and grievances; and to train.	24.1%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
HAZARDOUS MATERIALS-MANAGING THE INCIDENT Knowledge of the procedures for handling emergencies involving hazardous materials, including preparation for a hazardous materials incident; site management and control; identification of hazardous materials; hazard and risk analysis; protective clothing and equipment needed; information management and resource coordination; product control, confinement, containment, and neutralization; and decontamination methods and procedures.	24.1%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Hazardous Materials for First Responder, 3rd ed., 2004.

Hazardous Materials: Managing the Incident, 3rd ed., 2005.

Fire Inspection and Code Enforcement, 6th ed., 1998.

Respiratory Protection for Fire and Emergency Services, 1st ed., 2002.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

NFPA INSPECTION MANUAL, NFPA, 7th ed., 1994.

EFFECTIVE PUBLIC RELATIONS, Cutlip, Scott M./Center, Allen M./Broom, Glen M., Prentice-Hall, Inc., A Simon & Schuster Company, Upper Saddle River, NJ 07458, 8th ed., 2000.

BUSINESS COMMUNICATION, Ruch, William V. and Crawford, Maurice L., Macmillan Publishing Co., 866 Third Avenue, New York, New York 10022, 1991.

MANAGING FIRE AND RESCUE SERVICES, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.

NATIONAL FIRE INCIDENT REPORTING SYSTEM, (NFIRS), Office of State Fire Marshal/LA Department of Public Safety, January 1992. Published by: LA Division of Administration, Administrative Services, P.O. Box 44095, Baton Rouge, LA 70804.

NOTE: Available through Office of State Fire Marshal, 5150 Florida Boulevard, Baton Rouge, LA 70806.

TRANSPORTATION (OF HAZARDOUS MATERIALS)/TITLE 49, Code of Federal Regulations (49 CFR 101.1), Published by: Office of the Federal Register, General Services Administration, 2001.

NOTE: Sold by Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

SPEECH A BASIC TEXT, Jeffrey, Robt. C., and Peterson, Owen (LSU), Harper and Row Publishers, Inc., 10 East 53rd Street, New York, NY 10022, 2nd ed., 1983.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.